

# OLDBURY ON SEVERN MEMORIAL HALL

Trustees & Management Committee

## Minutes of the MANAGEMENT MEETING held at the Hall

**15 September 2015 at 7.30pm**

PRESENT: Mr J Belbin (Chairman), Mr G Poole (Vice Chairman), Mr P Orford (Treasurer), Mrs K Blanchard (Secretary), Mrs M Baker, Mr K Sullivan, Mr M Clothier, Mr M Riddle, Mrs R Belbin, Mr D Griffiths, Mrs M Cornock, Mrs K Porter, Mr G Porter (representing Film Club).

Also Present: Mr M Lynden.

### 1.0 APOLOGIES FOR ABSENCE

Apologies were received from Mrs J Tibbenham, Mr G Ball, Mrs J Perkins, Mr G Dyke.

### 2.0 MINUTES OF THE PREVIOUS MANAGEMENT MEETING

The Minutes of the previous meeting held 10 February 2015 had been circulated and Members agreed they had read them and accepted them as a true record.

### 3.0 MATTERS ARISING

#### 3.1 ROLE OF PARISH COUNCIL TRUSTEES

Mr K Sullivan asked for clarification over the role of the Parish Council Trustees, as it had not been made entirely clear to newly elected councillors when they had accepted office. Mrs K Blanchard said she would look into finding relevant publications and guidance on the subject of Village Hall Trustees. *This has since been carried out, and ACRE (Action with Communities in Rural England) has a useful publication on this subject, and is also able to give guidance and support on all aspects of Village Halls. Mrs K Blanchard has circulated the website details to all members of the Parish Council.*

## 4.0 FUNDRAISING

### 4.1 EVENTS ALREADY HELD

#### 4.1.1 Family Bingo Night

There was a fairly poor turn-out at this event, with only 16 people in attendance. In spite of this, those who were there had an enjoyable evening, and a profit of £65.20 was made.

#### 4.1.2 Coffee Morning

Again, not hugely popular, with just 15 people in attendance. It is thought to have clashed with a school event, maybe explaining its lack of support. Again, however, a profit was made totalling £130.05.

Plants were purchased from Eastwood Park as they offered a 25-30% discount, rather than using Oak Leaf Nurseries who were not able to offer 'sale or return'.

Mr M Lynden asked if the Parish Clerk is able to ensure dates didn't clash for these types of events within the village. Mr K Sullivan pointed out that there is a calendar of events already on the Village Website for everyone's perusal.

### 4.2 FORTHCOMING EVENTS

#### 4.2.1 Themed Supper Evening

The ticket price has now been set at £13.00. This year's theme is all things Irish. Mrs K Porter confirmed that the ladies have everything in hand. This will be held 17 October, not 10 October as suggested at the last meeting. Flyers went out with the September 4Ward.

#### 4.2.2 Race Night

This has been booked for 27 February 2016 and is now in the diary. Sponsors need to be found, horses sold and race cards produced.

#### 4.2.3 Family Bingo Night

The Chairman reminded the meeting that the Bingo Night had been introduced to run in alternate years with the Race Night. As an event it is relatively easy to organise, but it was thought that the Bohin family should be consulted as to whether they are also going to hold something similar before we make a final decision for this year. If it does go ahead, it was decided that more should be done to promote the event to the school and also the Busy Bees playgroup. Mrs K Blanchard said she could make up Christmas themed flyers to give to both the school and Busy Bees when it was suggested by Mr M Lynden that early December would be a good time to hold it.

*Later news is that this will not run this year.*

## 5.0 **EQUIPMENT**

### 5.1 Urn

It was confirmed that it would not be sensible to try to get the current urn repaired due to the high cost of a new element and the model is obsolete anyway. It was agreed that Mr P Orford purchase a replacement urn from Amazon. A 20 litre Swan model would be in the region of £66.00.

## 6.0 **REPAIRS & REDECORATION**

### 6.1 South Boundary Wall Repairs

There has been no further progress, and this work is still outstanding.

### 6.2 Boundary Fence

The fencing running along the boundary with Holly Cottage has been noted as being in a poor state, mainly from an aesthetic point of view, and Mr J Belbin has looked into replacing it with metal rather than wood panels. The cost of the metal version is £660.00. No price has yet been obtained for a wooden version, and it was agreed that this should be sought before making a final decision.

It was decided that the Hall Committee should approach the Fun Run Committee for a grant to fund this project.

## 7.0 **HALL IMPROVEMENT**

### 7.1 Storeroom Floor

Pearce builders recommended that the concrete floor of the storeroom should be painted to reduce dusting. This was done in July, in colour Slate to match the WC floors. Paint cost was £70.

### 7.2 Reception Area Floor

It was agreed to paint this floor with the same colour, Slate.

8.0

### **100 CLUB**

There has been no progress on the scheme for the Club itself. Since the last meeting, Mr P Orford has written up a list of potential duties of a Fund-Raising Officer, and one such duty could be responsibility for running the 100 Club. One gentleman has already been approached, but has since declined. There may be someone else interested, and discussions are currently taking place. It is hoped the scheme will be available at the next meeting for approval.

One requirement of holding the monthly draw is that it has to be drawn in public. It was thought that this could possibly take place at the Film Club. Mr G Porter will take this back to the Club for its decision, and Mr J Belbin will also make enquiries.

9.0

### **ANY OTHER BUSINESS**

#### **9.1 Outside Boiler**

Mr G Porter asked if the boiler needed some kind of protection from the elements. Mr J Belbin said that it is manufactured as an outside boiler so it shouldn't be at risk. In the future it could be moved under the canopy serving the new Hall entrance (when built), although this is as much a question of security.

#### **9.2 Flag**

Mrs J Bradshaw has moved out of the village and has returned the flag to the Hall. Someone is needed to replace her, as she always ensured the flag was flown at appropriate occasions. Mr K Sullivan said he will seek a volunteer to carry out these duties, which would be for approximately a dozen times per year. He also said he would obtain a 'sister-hook' to replace a broken one.

#### **9.3 Parish Council Responsibilities – Overspend**

Mr K Sullivan said that the Parish Councillors have had concerns over the way the previous Parish Council has carried out its duties over the past four years by not attending the Hall meetings.

As mentioned previously, many of the new councillors had not realised that they were automatically given Hall Trustee status, when accepting office.

With regards to the recent overspend on the hall extension, it was not understood the way contracts had been approved and also why members of the Parish Council, as Trustees, had not been consulted.

A brief discussion resulted in the conclusion that closer liaison between the Officers and the Committee members would be beneficial in future.

#### **9.4 Keyholders**

Mr G Porter asked if anyone had an up to date list of current key-holders. It was confirmed that there was no definitive list as such.

It was decided to change the lock or have a keypad installed. Mr P Orford will speak to the insurance company to get their recommendations.

#### 9.5 Ladies' WC

It was reported that the door catch is not working, and probably just needs adjusting. Mr J Belbin will look into this, and if anything other than a slight adjustment is needed, he will contact Pearce builders.

#### 10.0

#### **DATE OF NEXT MEETING**

After the AGM on Tuesday 16 February 2016